

Task 2 – WAC Meeting -Watershed Planning Basics presentation by DOS.

SUMMARY NOTES

MARCH 19, 2022

2:00PM-3.30PM

VIRTUAL

MEETING CALLED BY	Sally Baker – PBI Project Management
ATTENDEES	See attached list

Agenda topics

DISCUSSION	PowerPoint presentation “Watershed Planning Basics” was provided by Irene Holak, assisted with additional comments by Kate Hogle / DOS.	
CONCLUSIONS	Several Q&A questions were presented to Irene Holak during the presentation by WAC members, specifically addressing the process of assembling an inter-municipal watershed management plan including:	
	<p>a) the benefits of watershed planning for each participating town and the village and their communities, including a vision for the land area of the watershed as a contributing plan as a sub-watershed to the Hudson River Estuary.</p> <p>b) the need to inform the towns of what may be expected of them, and if the expectations included in the plan will be requirements of the towns, or simply recommendations included in the watershed management plan, and the governance of these requirements/recommendations, i.e. whether and how the decisions on what to do should be decided, by whom, etc.</p> <p>c) clarification for the suggested use of a MOU (memorandum of understanding), or MOA (memorandum of agreement) for the watershed planning phase of the project.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
To be discussed at the next WAC meeting if members see a benefit to upload the presentation and the recording of the meeting to the Agawamuck Creek Watershed Management Plan web page.	WAC decision process DOS approval	

PBInc.org

Housing Programs Small Business
Food Program Philmont Riding
Community-Based Revitalization



This report was prepared with funding provided by the New York State Department of State under Title 11 of the Environmental Protection Fund.

NYS Department of State - Office of Planning, Development and Community Infrastructure

Attachment F - Other (Volunteer Services by Group)

**This timelog showing daily time distribution, signed by the oversight individual MUST be submitted with Payment Request Forms.
For use when a group of volunteers are completing similar tasks at project meetings and events.**

Contract #:	C1001662 - LWRP					
Description of services performed (including specific project tasks):	WAC Meeting - Watershed Advisory Committee - Agawamuck Creek Watershed Management Plan					
Date (individual date only):	3/19/2022					
Explanation of how hourly rate was determined:	Volunteer services of the Watershed Advisory Committee including project oversight, public outreach, reviewing the watershed plan and project-related deliverables and participating in meetings - \$15 per hour					
Name and Title of Oversight Individual:	Sally Baker, Project Management, Philmont Beautification, Inc.					
Signature of Oversight Individual:	Date:					
By signature, I certify that this time log represents an accurate representation of hours worked towards completion of tasks related to the contract listed above.						
TOTAL HOURS:				9	TOTAL:	\$ 135.00
Time In	Time Out	Name of Each Volunteer (including Organization, if applicable)	# of Hours	Volunteer Rate	Amount (includes local match)	
2pm	3.30pm	Barbara Sagal, Chair, WAC (Philmont)	1.5	\$ 15.00	\$ 22.50	
2pm	3.30pm	Doug Colewell, Board Town of Claverack	1.5	\$ 15.00	\$ 22.50	
2pm	3.30pm	Craig Simmons, Supervisor Town of Ghent	1.5	\$ 15.00	\$ 22.50	
2pm	3.30pm	Cathy Zises, farm owner- Town of Ghent	1.5	\$ 15.00	\$ 22.50	
2pm	3.30pm	David Lewis Esq., Chair of Conservation Council Town of Hillsdale	1.5	\$ 15.00	\$ 22.50	
2pm	3.30pm	Gretchen Stevens, member of Conservation Council Town of Hillsdale	1.5	\$ 15.00	\$ 22.50	
2pm	3.30pm	Irene Holak, DOS				
2pm	3.30pm	Kate Hogal, DOS				
2pm	3.30pm	Sally Baker, Project Management				

**All records must be maintained at the Recipient's official place of business for a period of 6 years following the last contract transaction, which is generally the final payment.